



Electronic Document Access (EDA) 1

Contract Inactivation & Replacement



“Fly-in” Action
(*Continue to Page Down/Click on each page...*)



Inactivate and Replace Documents

- Ability to *Inactivate* and *Replace* Base Contract Documents
- Ability to *Inactivate* and *Replace* Mods/DO/TO Documents
- Maintenance capability is isolated to individuals by Role & Issue DoDAAC(s). EDA POC grants Special Role (Upload/Inactivate Document role) to user.
- Conversion of Microsoft word documents (.doc) and Adobe post script files (.ps) to PDF

Contract Maintenance Business Rules & Mechanics...

Contract Maint Business Rules



- Only Authorized Users with the Upload /Inactivate role w/valid “Issue” DoDAAC(s) can inactivate or replace contract documents
- All replaced documents are scanned for virus (*if infected, the document will not be accepted. EDA does not fix a virus*)
- Accepts PDF file formats & converts Microsoft word documents (.doc) and Adobe postscript files (.ps) to PDF (*all other file types are invalid for conversion*)
- The conversion process does not retain/store the original form/file type of the document
- Conversion of files occurs “near real-time” (*May need to wait*)
- Converted PDF is placed on the EDA document server
- Accepts any size file. EDA has no file size limitation



Maint Business Rules - Cont

- Special Upload/Inactivate role is granted via organizations EDA POC
- EDA POCs must have Upload/Inactivate role to delegate role to lower levels of an organization
- Document inactivation activity triggers e-mail notifications to:
 - DFAS (*based on Pay DoDAAC*)
 - All Contract Load Notification List members, *if lists exists* prior to “Inactivation event”
- Document Replacement activity triggers the Daily EDA Load Reports
 - All Contract Load Notification List members, *if lists exists* prior to “Repl
by e-mail

**To Obtain the Upload/Inactivate
Role...**



To Obtain Upload/Inactivate⁵

Request Contract Upload/Inactivate/Replace Role by contacting your EDA POC. Supply “Issue” DoDAAC(s)
(EDA POC will verify need of special role)

Note: To delegate/apply the Upload/Inactivate role to users in lower organizational levels within the C/S/A, the authority level accounts (*EDA POC/Executives*) require the Upload/Inactivate role on their own user accounts. Must have role to ‘delegate’ role.

EDA POC validates request and logs into EDA and performs maintenance on an account. (*‘checks’ Upload/Inactivate Role, enters Issue DoDAAC(s) and processes/confirms updates*).

EDA POC Grants Special Role to User...

EDA POC 'toggles' on Role



- ☐ EDA POC
- ☐ Audit Reports
- ☐ Notice Update
- ☐ Reviewing Official

☐ Upload/Inactivate Documents

DoDAACs

More DoDAACS...

☐ Upload Attachments

☐ Contract Notification Lists

DoDAACs

More DoDAACS...

EDA POCs **MAY** authorize additional special roles for users in their community.

EDA POCs **MUST** have the Upload/Inactivate Documents Role on their *own* user accounts in order to delegate to their community.

EDA POCs obtain the role by requesting it from their C/S/A

To activate special roles, Check the corresponding checkboxes.

Definition: *Need-to-Know* - The principle by which users are only granted access to the information, assets, and resources necessary to perform their assigned job functions.

EDA POC 'toggles' on Role



- ☐ EDA POC
- ☐ Audit Reports
- ☐ Notice Update
- ☐ Reviewing Official

☐ Upload/Inactivate Documents

DoDAACs

More DoDAACS...

EDA POCs **MUST** have the Upload/Inactivate Documents Role on their *own* user accounts in order to delegate to their community.

EDA POCs obtain the role by requesting it from their C/S/A Executives.

If EDA POC doesn't see
Upload/Inactivate Documents
 entry area to grant role on the
 User Account screen...

The **Upload/Inactivate Role** has
not been granted to the **EDA
 POC** user account

Contact the Executive for
 assistance in granting the role.

DoDAACs Required for Role

EDA POC may check roles required for individual

Check "Role"

Click "**More DoDAACs**" for additional entry fields

More DoDAACs...

Enter **Issue DoDAAC(s)**

Role controls **Attachment Upload** Capability

☐ Upload Attachments

☐ Contract Notification Lists

DoDAACs

User's functionality is restricted to specific **Issue DoDAACs**.



After Role Granted

To Inactivate or Replace a Base Contract, a Contract Modification, a Contract Delivery Order or Task Order

- ❖ Log into EDA
 - ❖ (<http://eda.ogden.disa.mil>) or
 - ❖ (<http://eda.cols.disa.mil>)

Note – EDA Server's replicate data constantly, therefore, stay at one site during upload activity.

Inactivate a Document



To inactivate or replace a document, you must first search for the contract...



Department of Defense
Electronic Document Access
Next Generation

Screen

Select one of the following search options:

[Contracts](#)

[Contract Load Notification](#)

[Upload Contract Document](#)

[My Profile....](#)

[DD Form 1576](#)

(expires in 90 days.)

[Click here](#) for more information.


To inactivate/replace
a Contract in EDA

CLICK
"Contracts"
on the Document Selection

***Search for a
Contract...***



Use any Contract Search Option




Department of Defense
Electronic Document Access
Next Generation

Contracts Search Options

AdminCarol Flaherty - Today is Feb 13, 2006
Last System Load: February 6, 2004 12:59 EST
[EDA User's Guide](#)
[My Settings](#)

[Document Selection](#) > Contracts Search

Specific Contract	Date Range	Custom
and all Mods and Delivery Order/Task Order and ACO MOD and PCO MOD GSA Contract Order	EDA Load Date Issue Date by Contract by Issue DoDAAC by Admin DoDAAC by Pay DoDAAC	Advanced Search <div style="text-align: center; margin-top: 20px;">  </div>

Contract Search Options

Use any Contract query option to locate desired contract
 Supply *criteria* for option selected
 Click **“View”** for results of query

Search Options are categorized by
Specific Contract
Date Ranges &
Custom – Advanced Search

Contract Query Result Set

Contact Query Result Page... *Sample shown*

Folder view for one contract.

Note: Display depends on query settings



Department of Defense
Electronic Document
Next Generation

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Displaying Page 1 of 1 @ 100 Records per page.

5 records returned (1 to 5 shown)

[Download](#)

Information on size of query and Page

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

	Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	DoDAAC	Code	Amount	Amount	
✖	FA4407120001 (3K)	H	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
✖	FA4407120001 (3K)	H		A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		Add
✖	FA4407120001 (3K)	H	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000		Add
✖	FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000		Add
✖	FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

Sort on Column

General Capabilities

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Interface options and their behavior...



Interface Options on Result Page

Users with the Upload/Inactivate Role & Issue DoDAAC(s) **listed** on their user account have additional interface options within Contract search result pages

Inactivate
a specific document

Document History

Upload a DO/TO/Mod
Upload Applies to the base contract

Page 1 of 4 Records per page: Download

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin	Pav	CAGE	Obligated
FA440712000	DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	15000
FA4407120001	(3K) H	A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	15000
FA4407120001	(3K) H			20060313	20060313	FA4407	FA4407	SP0400	12345	25000
FA4407120001	(3K) H			20060313	20060313	FA4407	FA4407	SP0400	12345	100000

Remember, if the user account doesn't have the Upload/Inactivate Role and particular DoDAAC in query result, the user will NOT see options for uploading and/or inactivating documents

Attachment Upload Role

To Inactivate a Document...

Inactivate a Document



Click "X"

Possible Reasons to Inactivate

Unreadable
CDR activity
Wrong file uploaded
Etc.

Department of Defense
Electronic Document Access
Next Generation

Contracts Query

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Page 1 of 1 @ 100 Records per page.
Records returned (1 to 5 shown) [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

	Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
×	FA4407120001 (3K)	H	Add DO/TO	Add ACO										Add
×	FA4407120001 (3K)	H												Add
×	FA4407120001 (3K)	H	0003											Add
×	FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000		Add
×	FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

All events against a document
are captured in Document History (H)

Inactivate a Document...

Rationale & Comment to Inactivate



Why are you Inactivating the Document?

Uploaded Wrong File
 File Unreadable
 Incomplete Document
 Technical Issue
 Other



Department of Defense
 Electronic Document Access
 Next Generation

Inactivate Contract

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query](#)

Contract Number [FA4407120001](#)

Inactivate the document associated with the index.

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

*Required Fields

*Rationale

*Comment (Up to 200 Characters)

174 characters left

Select Rationale

Enter Comment

Click "Inactivate..."

*Required Fields

For more information about the DOD EDA Web Page, call the help desk at

DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Confirm Inactivation





Department of Defense
Electronic Document Access
Next Generation

Confirm Inactivate Contract Document

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

[Document Selection](#) > [Inactivate Contract Document](#) > Confirm Inactivate Contract Document

Contract Number [FA4407120001](#)

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

Review your changes and confirm:

*Rationale: Uploaded Wrong File

*Comment: -- I hate when I do that!

Review and Confirm

When this document becomes inactive

Click **“Confirm”** to Finalize Inactivation

For more information about the DOD EDA Web Page, call

DFAS is notified on ALL Inactive/replace activities based on Pay DoDAAC on the index

If Contract Load Notification list *exists* all participants are notified on inactive and/or replace activities.



After Inactivation...Result Page



Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Inactive e-mail notification sent to 0 Contract Load Notification list member(s).

The document is now inactive.

Displaying Page 1 of 1 @ 100 Records per page.
5 records found (1 records shown) [Download](#)

Notifications sent to Contract Load Notification list and DFAS

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Document No longer Available

	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
✖	FA4407120001 (3K)	H	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000	Add
✖	FA4407120001 (3K)	H		AD0001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000	Add
✖	FA4407120001 (3K)	H	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000	Add
+	FA4407120001 (3K)	H									12345	25000	Add
	FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000	Add

Click "H" for Event History

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Replace Icon

Only Inactive documents may be replaced

[assign@ogden.disa.mil](#)



Inactivation Notification¹⁸

You replied on 3/10/2006 12:07 PM.

From: steven.p.jones@eds.com

Sent: Fri 3/10/2006 6:02 AM

To: Flaherty, Carol J

Cc:

Subject: EDA Contract document inactivated FA4407000001--CJF

This message was automatically generated. Please do not respond to this message.

An EDA user has inactivated the contract document for the following contract:

Contract: FA4407000001

DO/TO:

ACO Mod: CJF

PCO Mod:

Rationale: Uploaded Wrong File

Informational
Inactivation Details

This contract is no longer available in EDA. Authorized EDA users may upload a replacement document. When this occurs, you will receive an e-mail notification.

If you have any questions regarding EDA, please contact the EDA Help Desk at: (866) 618-5988, (801) 605-7095 or DSN: 388-7095, or with email at: cscassig@ogden.disa.mil (Subject: EDA Assistance).

History of Events



Department of Defense
Electronics
Next

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

[Doc](#) [Query](#) > [Query Results](#) > Contracts History

Link To View User Contact Information

Contract Number	Load DoDAAC	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data	
FA4407120001	H	0002	20060313	20060313	FA4407	FA4407	SP0400	12345	25000			Add	Add

[Back](#) [Refresh](#)

<u>Date/Time</u>	<u>Actioned by</u>	<u>Event</u>	<u>Comments</u>
13-MAR-2006, 07:41:46	Flaherty, AdminCarol	Document Inactivated (-Document)	<i>Uploaded Wrong File -- I hate when I do that!</i>
13-MAR-2006, 07:14:34	Flaherty, AdminCarol	Manual Upload (+Document)	

[Back](#) [Refresh](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, or DSN 388-7095, or see


Link To Inactive Document

Audit Info

Captured information:
Date
Time
Action by
Event
Notes/Comments

View Contact Information



 Department of Defense
Electronic Document Access
Next Generation

Terri Wharff - Today is June 9, 2005

View Account

[> Document Selection](#) > [Contract](#) > [List](#) > [Document History](#)

[EDA User's Guide](#)
[My Settings](#)

Name Mary Poulson	Identity
Type Government Employee	
Telephone 703-555-5555	Contact
DSN	
E-mail Mary.Poulson@eds.com	
C/S/A DFAS	Organization
EB POC not assigned to any C/S/A's	

Contact Information to
User who performed
action.

**Let's Replace the
document...**

Replace Document



Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Inactive e-mail notification sent to 0 Contract Load Notification list member(s).

The document is now inactive.

Displaying Page 1 of 1 @ 100 Records per page.

5 records found (1 to 5 shown)

[Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

**Document
No longer
Available**

	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
×	FA4407120001 (3k)	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
×	FA4407120001 (3k)	H	A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		Add
×	FA4407120001 (3k)	H	0003		20060313	20060313	FA4407	FA4407	SP0400	12345	15000		Add
+	FA4407120001 (3k)	H	0002		20060313	20060313	FA4407	FA4407	SP0400	12345	25000		Add
	FA4407120001 (3k)	H	0001		20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Click
“+”

For information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Replace Document

Index

**Already
Built**



DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

Dep... se
Elect... nt Access
Next Ge...

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Select Replacement Document

[Document...](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > Select Replacement Document

Contract Number FA4407120001 Which file contains the replacement Contract? (local path)

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

You will have a chance to view... the EDA server after you submit.

OR

Enter full directory path to file

Click **"Browse..."** to locate/select file from Desktop

Note: The conversion process does not store/retain the original form of the document. Conversion is accomplished in "near real-time".

Only 3 file types are permitted:

.pdf

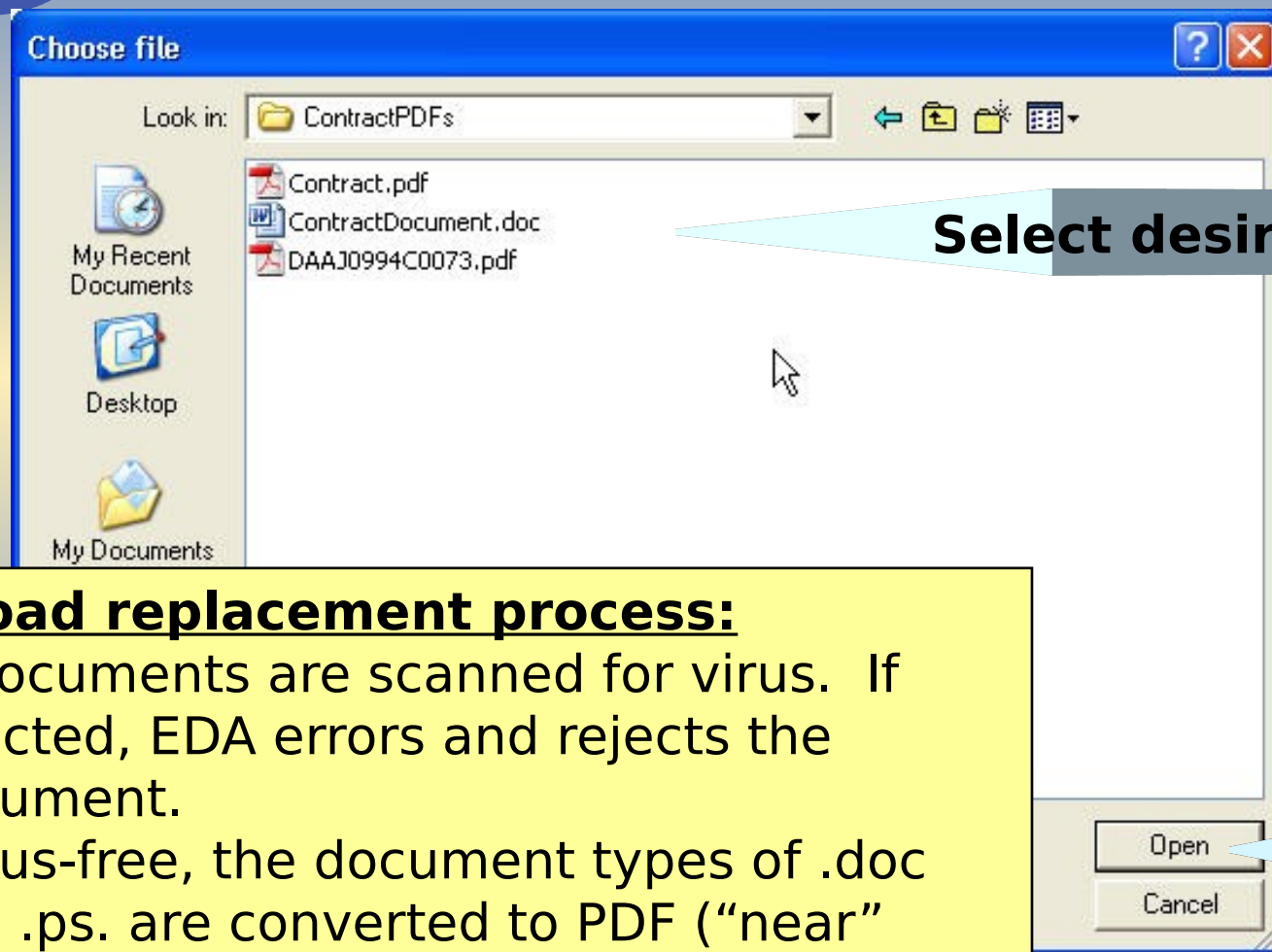
.doc (Microsoft Word)

.ps (Adobe postscript)

EDA will convert .doc & .ps to .pdf

EDA presents an error message for invalid file types during upload

Browse/Select file to be uploaded



Upload replacement process:

All documents are scanned for virus. If infected, EDA errors and rejects the document.

If virus-free, the document types of .doc and .ps. are converted to PDF ("near" real-time).

After successful conversion, the .pdf is

Confirm Replacement Document



Department of Defense
Electronic Document Access
Next Generation

Admin Carol Flaherty - Today is [EDA U](#)

Confirm Document Replacement

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Select Replacement Document](#) > Confirm Document R

Contract Number [FA4407120001](#)

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

The Document uploaded successfully:

[View](#)

Try Again... if you uploaded the wrong file; or
Cancel and report any conversion problems or other errors.

Confirm

Click "View" To validate file

Click "Confirm" to Replace

For more information about the DOD EDA Web Page, call th

DFAS is notified on ALL Inactive/replace activities based on Pay DoDAAC on the index

If Contract Load Notification list *exists* all participants are notified on inactive and/or replace activities.



After Replacement...Result Page

25

Inactivate a specific document

Document Available

has been updated with the replacement document.

Page 1 of 1 @ 100 Records per page.

Records returned (1 to 5 shown) [Download](#)

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

[Document Selection](#) > [Contracts Search](#) > [Query](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

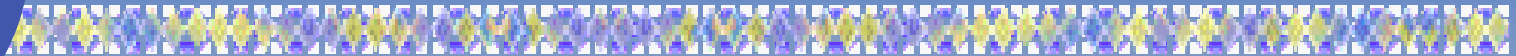
		DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
×	FA4407120001 (3K)	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
×	FA4407120001 (3K)	H	A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		Add
×	FA4407120001 (3K)	H	0003		20060313	20060313	FA4407	FA4407	SP0400	12345	15000		Add
×	FA4407120001 (3K)	H	0002						SP0400	12345	25000		Add
×	FA4407120001 (3K)	H	0001		20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

Click "H" to view Audit

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)



View History after Replace²⁶



Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Contracts History

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > Contracts History

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data
FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345		25000				Add	Add

[Back](#)

[Refresh](#)

Date/Time

Actioned by

Event

Comments

13-MAR-2006, 07:48:42 [Flaherty, AdminCarol](#) Document Replaced ([+Document](#))

13-MAR-2006, 07:41:46 [Flaherty, AdminCarol](#) Document Inactivated ([-Document](#)) *Uploaded Wrong File -- I hate when I do that!*

13-MAR-2006, 07:14:34 [Flaherty, AdminCarol](#) Manual Upload ([+Document](#))

[Back](#)

[Refresh](#)

For more information about the DOD EDA Web Page, call the help desk at 888, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil



Links
To
"Previous"
Documents

Audit
Info

**An expanded "Event"
History...**

View History – repeating process



Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Contracts History

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > Contracts History

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data
FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345		25000				Add	Add

[Back](#) [Refresh](#)

Date/Time

Actioned by

Event

Comments

13-MAR-2006, 07:51:19 [Flaherty, AdminCarol](#) Document Replaced ([+Document](#))

13-MAR-2006, 07:51:01 [Flaherty, AdminCarol](#) Document Inactivated ([-Document](#)) *Uploaded Wrong File -- I can't believe I did it AGAIN! I'll try again.*

13-MAR-2006, 07:48:42 [Flaherty, AdminCarol](#) Document Replaced ([+Document](#))

13-MAR-2006, 07:41:46 [Flaherty, AdminCarol](#) Document Inactivated ([-Document](#)) *Uploaded Wrong File -- I hate when I do that!*

13-MAR-2006, 07:14:34 [Flaherty, AdminCarol](#) Manual Upload ([+Document](#))

[Back](#) [Refresh](#)

For more information about the DOD EDA Web Page, call the help desk at (866) 605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Links
To
"Previous"
Documents

No Base Contract Document...

Audit
Info

Base Contract not Required



Defense Document Access **Contracts Query Results** AdminCarol Flaherty - Today is Mar 13, 2006 [EDA User's Guide](#)

tion > [Contracts Search](#) > [Query](#)

Displaying 1 record per page. [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

C	ry	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount
FA4407121001 (No Base)		Add DO/TO	Add ACO	Add PCO								
✖ FA4407121001 (No Base)	H	0001			20060313	20060313	FA4407	FA4407				

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at 866/648-5999 / 894/695-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

No Base Contract Document (No Base)

Upload Document Capability

To Add Base Contract

Upload Pre-population can not occur when a Base Contract doesn't exist (No Base)



Sample Contract Load Notification

EDA User Contract Load Notification

From: steven.p.jones@eds.com

Sent: Mon 3/13/2006 4:41 AM

To: Flaherty, Carol J

Cc:

Subject: EDA New Contract Document(s) Posted

The following contract document(s) posted on: 03/10/2006

Contract	Del Order	ACO Mod	PCO Mod	CAGE	D-U-N-S
FA4407000001	CAROL				
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable id=2&precord key='OEA5EF5BB4C03C2FE04408000955CA14'&pMultipart ID=					
FA4407000001	CJF			12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable id=2&precord key='OEA5F8E51CC03C27E04408000955CA14'&pMultipart ID=					
FA4407000001	OREO			12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable id=2&precord key='OEA5EF5BB4C43C2FE04408000955CA14'&pMultipart ID=					
FA4407000001	ROXY			12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable id=2&precord key='OEA5F8E51CC23C27E04408000955CA14'&pMultipart ID=					

Links to new documents

This message was automatically generated on
carol.flaherty@eds.com

EDA Users receive notification with embedded links to the newly uploaded or replaced documents



Sample Contract Load Notification

Non-EDA User Contract Load Notification

The following contract document(s) posted on: 03/10/2006

Contract -----	Del Order -----	ACO Mod ---	PCO Mod ---	CAGE ---	D-U-N-S -----
FA4407000001	CAROL				
FA4407000001		CJF		12345	
FA4407000001		OREO		12345	
FA4407000001			ROXY	12345	

This message was automatically generated on behalf of:
carol.flaherty@eds.com

PLEASE DO NOT RESPOND to this message.

Non-EDA Users receive an informational e-mail on Contract Load Notification.



EDA User's Guide

Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Capabilities)
- Training Modules
- Entire section dedicated to the EDA Executive and the EDA POC and their tasks/activities